

# **Minutes**

## **Extra-ordinary Staffing and Complaints Committee**

Present : Councillors Powell (Chairman), Durant, Ellis,  
Phillips, Sweeting.

### **1. APOLOGIES**

**All members in attendance.**

### **2 DECLARATION OF INTERESTS AND DECLARATIONS**

**No** interests were declared t

### **3 MINUTES**

**The** minutes of a meeting held on 2<sup>nd</sup> March 2022 we received and approved as a true record.

### **4 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED: That** press and public be excluded from the meeting due to the confidential nature of the remaining agenda item.

## **5 CHAIRMAN'S REPORT**

Councillor Ron Powell, Chairmen of the Staffing & Complaints Committee reported on the following: -

- (1) Issues relating to the Town Clerk & Responsible Financial Officer
- (2) Current staffing grievances

### **RESOLVED:**

- a. That the report of the Chairman be received and noted
- b. That the joint report of the Locum Town Clerk and HR Adviser be received and approved.
- c. That arising from b. above it was agreed that a programme of training be initiated for all staff members relating to maintaining confidentiality of council information.

## **6 EVALUATION OF THE ADMINISTRATIVE FUNCTIONS OF THE COUNCIL.**

**Further to** Minute 3809(2) the Chairman reported on the receipt of the report from Chris Moses (PD Solutions) on the evaluation of the administrative functions of the Town Council.

To receive the recommendations of the Locum Town Clerk relating to the evaluation of the administrative functions of the Town Council **(to be supplied)**

- (1) In connection with 6(2) above to consider the withdrawal and re-write of the current staff handbook

## **7 REVIEW OF THE TOWN COUNCIL'S UNDERTAKINGS AND POLICY TO STAFF RELATING TO MENTAL HEALTH ISSUES.**